

# Meeting Minutes

2025-2026 Meeting No. 4 (January Board Meeting)

Date: January 5, 2026  
Time: 5:00 PM  
Location: Virtual (Teams)

1. Call to Order (Burkett)
  - a. *5:01 PM*
  - b. *Board member attendees (virtual): Burkett, Wakefield, Brown, Villalobos, Klieber, Carlson, Donoghue, Palazzolo*
  - c. *Absent board members: none*
  - d. *Other attendees (virtual): Brittany Pardy, Trevor Towery, MaryKate Kirksey*
2. Approval of Agenda (Burkett)
  - a. *Motion to approve by Donoghue, seconded by Klieber*
  - b. *Motion approved unanimously.*
3. Approval of Meeting Minutes
  - a. December 1, 2025
    - i. *Motion to approve by Carlson, seconded by Wakefield*
    - ii. *Motion approved unanimously.*
4. Newsletter (Wakefield)
  - a. Winter Newsletter – *to be sent out very soon*
    - i. *Add technical session*
    - ii. *Add golf outing in 2026*
    - iii. *ITS conference expo; do we want to partner or not?*
      1. *If we publicize, ITS would also publicize our events; get 3 passes to their conference expo*
      2. *Board decided not to sponsor it – Donoghue to let them know.*
5. Schedule/Calendar (Burkett)
  - a. *Updated with the Carrier and Gable Tour*
    - i. *Wakefield to send another email for the Carrier and Gable Tour*
6. Treasurer's Report (Villalobos)
  - a. December 2025 Treasurer's Report
    - i. *Motion to approve by Klieber, seconded by Carlson*
    - ii. *Motion approved unanimously.*
  - b. *Brown to get 4<sup>th</sup> quarter check to Villalobos*
  - c. *Villalobos to update treasurer contact with Cindy Schmitz*
7. Committee Chairs
  - a. Member Services (Klieber)
    - i. Chair Position update
      1. Continuing Education
      2. Diversity Committee
        - a. Contact with Andre by Steve?
          - i. *Andre is still interested*
      3. Annual Meeting



## Meeting Minutes

- a. *No update*
10. National News
  - a. *No update*
11. Programs/Events
  - a. Other ideas
    - i. ***Geo institute – Burkett and Towery to follow up***
12. Previous Action Items
  - a. Wakefield to send out fall newsletter
  - ~~b. Carlson to meet with Donoghue to coordinate technical session—ongoing~~
  - c. All Branch members to move all items to new Google Drive folder structure.
  - ~~d. Brown to transfer PayPal account to Villalobos~~
  - ~~e. Matheny to call Andre Brooks~~
  - f. Donoghue to work on technical presentation advertisements - ongoing
  - ~~g. Towery to contact Geopier about bio~~
13. New Action Items
  - a. *Donoghue to follow up declining ITS sponsor*
  - b. *Wakefield to send another email for the Carrier and Gable Tour*
  - c. *Brown to get 4th quarter check to Villalobos*
  - d. *Villalobos to update treasurer contact with Cindy Schmitz*
  - e. *Villalobos to send letter to section for funding (\$500) additional funding to help with annual meeting*
  - f. *Donoghue to send Technical Session flyer to Wakefield for distribution.*
  - g. *Donoghue to double check Technical Session room capacity*
  - h. *Geo institute – Burkett and Towery to follow up*
  - i. *Burkett to coordinate with Steve Matheny regarding scheduling on Clay Shoot for 2026*
14. Other Items to be Discussed
  - a. Michigan Section Scholarships
    - i. Scholarship deadlines are the end of May
  - b. Regions 3, 6, 7 Multi-Region Leadership Conference in Chicago, IL
    - i. Friday and Saturday, January 30-31, 2026
    - ii. Brittany Pardy attending
  - c. *Clay Shoot question*
    - i. *Possible to schedule earlier?*
    - ii. ***Burkett to coordinate with Steve Matheny regarding scheduling on Clay Shoot for 2026***
15. Adjourn
  - a. *Adjourn at 5:42 PM*
  - b. *Motion to adjourn by Wakefield, seconded by Kleiber*
  - c. *All approved.*
16. Addendum
  - a. *OHM to host February 2 board meeting*

## Meeting Minutes

### Upcoming Meetings/Events:

\*January 5, 2026 at 5:00 PM  
January 28, 2026, 10-12 AM  
January 29-31, 2026  
\*February 2, 2026 at 5:00 PM  
February 23-27, 2026  
February 27, 2026  
\*March 2, 2026 at 5:00 PM  
\*April 6, 2026 at 5:00 PM  
April 2026?  
\*May 4, 2026 at 5:00 PM  
June 2026  
June 2026  
June 28-July 1, 2026  
August 1-5, 2026

Board Meeting  
Carrier & Gable, Farmington Hills  
Regions 3, 6, 7 MRLC, Chicago, IL  
Board Meeting  
Engineers Week  
ASCE SE Branch Technical Seminar  
Board Meeting  
Board Meeting  
Annual Meeting (Date/Time/Location TBD)  
Board Meeting  
End of Year Meeting (Date/Time/Location TBD)  
Golf Outing, Greystone Golf Club, Washington Twp  
ICTD Conference, Detroit, MI  
UESI Pipelines 2026 Conference, Detroit, MI

\*Date, time, and location subject to change

# Meeting Minutes

\*Subject to change

## January 2026:

- 5<sup>th</sup> - Board Meeting
- 21<sup>st</sup> – YMG Monthly Meeting
- 28<sup>th</sup> – Traffic Signals: What Civil Engineers Should Know (at Carrier and Gable)
- 29<sup>th</sup> - 31<sup>st</sup> - Regions 3, 6, 7 MRLC & CRYMC, Chicago, IL

## February 2026:

- 2<sup>nd</sup> - Board Meeting
- 3<sup>rd</sup> – ASCE, ITE, APWA Joint Pistons Game
- 16–20 - Engineers Week
- 25<sup>th</sup> – YMG Monthly Meeting
- 27<sup>th</sup> Technical Session at Michigan Welcome Center in Mexicantown

## March 2026:

- 2<sup>nd</sup> - Board Meeting
- 7<sup>th</sup> – ACEC 61<sup>st</sup> Awards Gala
- 18<sup>th</sup> – 20<sup>th</sup> - 2026 ASCE Legislative Fly In
- 25<sup>th</sup> – YMG Monthly Meeting
- 31<sup>st</sup> – Student Night\*

## April 2026:

- 6<sup>th</sup> - Board Meeting
- 9<sup>th</sup> - 11<sup>th</sup> - 2026 Student Symposium Host: Youngstown State University
  - [Home - Eastern Great Lakes](#)
- 11<sup>th</sup> – YMG Spring Community Event - Maker Girl Mania\*
- 17<sup>th</sup> Annual Meeting?
- 29<sup>th</sup> – YMG Monthly Meeting

## May 2026:

- 4<sup>th</sup> - Board Meeting
- 7<sup>th</sup> – Michigan Infrastructure Conference
- 9<sup>th</sup> – [Cummer Community Event](#)\*
- 27<sup>th</sup> – YMG Monthly Meeting

## June 2026:

- End of Year Meeting (Date/Time/Location TBD)
- 18<sup>th</sup> Golf Outing, Greystone Golf Club, Washington Twp
- June 28-July 1, 2026 ASCE TD&I Annual Event, Detroit, MI

## July 2026:

- 31<sup>st</sup> – YMG Summer Social\*

## August 2026: